

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Hearing Screening

### POLICY:

All Head Start enrolled children will receive a yearly audiometric (hearing) screening within 45 calendar days of the child's first day of attendance.

*This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42 and 1302.33](#)*

### PROCEDURE:

1. Hearing/audiometric screening will be conducted annually during scheduled screening programs or within 45 days of the child's first day of enrollment. Staff will review health information to see if a hearing screening has been obtained after the last day of the previous school year. If so, then staff may use this date as a new hearing screening for the new school year.
2. LEA speech/language pathologists will administer the hearing whenever possible. Other persons performing hearing screening may include school nurses or designated program staff who are trained in the use of the equipment and interpretation of the child's responses.
3. Children will be screened at 20 decibels at frequencies of 1000, 2000 and 4000 Hz. However, it will be at the discretion of the screener as to whether other frequencies are checked.
4. The Head Start Screening Results form will be filled out by the screener, after each screening, and placed in the child's file. Frequencies and decibel levels screened will be recorded. Any discrepancy as to the noise level during screening, the child's failure to respond, or observing that the child appears congested, etc., will also be recorded.
5. Parents will receive a copy of the Screening Results form.
6. Children failing to respond at the recommended level (20 db) at any frequency (1000, 2000, 4000 Hz) in either ear will be considered a "fail" on the screening.

7. Children who cannot be conditioned to respond, refuse to respond or give inconsistent responses will be considered “CNT” (cannot test).
8. Any child determined to be a *FAIL* or CNT on the initial screening will be rescreened within 30 calendar days or sooner. If screening was done during summer screening by staff, the 2<sup>nd</sup> attempt will take place within 30 calendar days of enrollment or sooner.
9. **If a child fails two screenings, staff will notify parent/guardian to see if they have concerns about their child’s hearing. If the child passed the hearing screening on a current physical (within past 12 months) and the parents have no concerns, then staff will document in family case notes this follow-up and no referral will be made for hearing. If the child passed the hearing screening on the physical and the parent does have concerns, then a referral will be made for the child to go to their provider or ENT. Staff will assist with finding an ENT/Audiologist for further evaluation.**
10. Documentation of hearing screening date, result and referral/follow-up will be maintained in the child’s health folder and entered on COPA Medical Record. Additional comments will be entered on Family Case Notes.
11. Staff will monitor screening and follow-up using the same procedures used for other medical and dental services. (*See Tracking-Follow-up Policy*)
12. The Kentucky Hearing Conservation Program, operated through the Kentucky Commission for Children with Special Health Care Needs will be utilized for assistance in identifying children hearing impairment and/or ear pathology. The Grantee Health Services Manager will assist delegate staff in obtaining and scheduling services provided by the Commission if needed.